

## Picnic Shelter/Pavilion/Gym Request

Thank you for choosing our facility to celebrate your event/activity. Please complete all of the information below to help us better understand your needs for a picnic shelter/pavilion/gym rental. **Submit this form, along with payment, to reserve any one of our facilities.** Large groups/events may be directed to the Office of Special Events.

Name \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Rental Date: \_\_\_\_\_ \*Start Time: \_\_\_\_\_ \*End Time: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Type of Event: \_\_\_\_\_ Expected Attendance \_\_\_\_\_

**Facility Desired: Please check box of facility you would like to reserve:**

### **Outdoor Picnic Shelters - \$60 for 4 hours \$10/each additional hour**

☐ Garfield Park Picnic Shelters  
(2 shelters on Northeast side of park)

☐ MacKay-Jaycee Park Picnic Shelter

☐ Huff Park Picnic Shelter

☐ Clemente Park Picnic Shelter

☐ Joe Taylor Park Picnic Shelter

☐ Fuller Park Picnic Shelter

☐ Dickinson Park Picnic Shelter

☐ Campau Park Picnic Shelter

☐ Aberdeen Park Picnic Shelter

☐ Roosevelt Park Picnic Shelter

☐ Westtown Commons Park  
Picnic Shelter

☐ Heartside Park Picnic Shelter

☐ Mulick Park Picnic Shelter

☐ Mary Waters Picnic Shelter

### **Riverside Park Picnic Shelters**

**All rentals are 4 hours  
\$10/each additional hour**

☐ Riverside Park Island Shelter—  
Seats 80 person max—\$100

☐ Riverside Park Riverbend Shelter  
Seats 124—\$100

☐ Riverside Park Bandshell -  
Seats 160—\$125

### **Indoor Facilities**

**\$40/hour (2 hour minimum)**

☐ Richmond Park Pavilion-Patio/deck  
seats 120

☐ Wilcox Park Pavilion-  
seats 144

☐ Roosevelt Park Community Room  
Seats 150

☐ Garfield Park Gym—Seats 150

### **Gyms/Athletic Use**

**\$35/hour (2 hour minimum)**

☐ Roosevelt Park Gym

☐ Garfield Park Gym



\*Picnic shelters/pavilions may also be combined with rentals of ball fields, courts or pools (depending on location and availability) for an additional cost. For details call (616) 456-3696, option 1. **Bounce houses/tents/other rental equipment are NOT permitted in Grand Rapids parks. Please make checks payable to the Grand Rapids Parks and Recreation.**

Refund policy—Refunds are issued less a \$10 processing fee if requested 30 days prior to the rental date. No refunds will be issued less than 30 days prior to the rental date.

Visa/MC/Discover # \_\_\_\_\_ 3 Digit Security Code \_\_\_\_\_ Expiration Date \_\_\_\_\_